

Agricultural Marketing Service
Fruit and Vegetable Programs
Processed Products Branch
Area Office
Clerk-Typist, GS-322-04

SJ FV24

I. INTRODUCTION

This position is located in an Area Office of the Fruit and Vegetable Programs, Processed Products Branch. The Area Office is responsible for carrying out inspection and grading programs for processed fruits and vegetables and miscellaneous assigned commodities for a designated geographical area.

The employee performs a variety of typing and clerical work in support of the work of the office.

II. MAJOR DUTIES

A. Typing

From rough draft or handwritten material, types correspondence, reports, plant surveys, contracts, certificates, and other materials as the workload requires.

B. Clerical

Receives, reviews and distributes incoming mail.

Receives telephone calls and greets visitors. Answers non-technical questions on own initiative and refers others to appropriate source. Takes telephone requests for inspection services, securing required information and, as assigned, relays requests to graders located in field locations.

Maintains copies of directives, program issuances, File codes, etc. and makes distribution to appropriate personnel.

Takes annual mail and telephone surveys and assists in space surveys for the office.

Responsible for identifying needs and maintaining an adequate supply of program and administrative forms and internal office supplies. Types requisitions for supplies and equipment.

Composes routine correspondence including memos to inspectors and replies to inquiries from the general public.

Obtains information on services for the repair and servicing of equipment.

C. Personnel

Receives and reviews T&As to determine if entries are appropriate and complete and makes distribution of same.

Provides assistance to inspectors by answering questions on administrative matters, such as time and leave records, travel regulations, per diem, and other administrative questions that arise; or refer them to the appropriate branch personnel.

Reviews and types travel vouchers for Area Office personnel.

Prepares AD-347's, Notification for Personnel Action, for short-term employment and related forms. Prepares accident and traumatic injury forms.

D. Certificates and Billings

Performs one or more of the following tasks as directed by the Head Clerk:

Reviews rough drafts of various types of inspection certificates to verify completeness of information such as address of applicant, volume of product, and other pertinent information to be included in the official certificate. Types some certificates from rough draft, adding missing information such as addresses with information from the files or from the inspector. Also makes corrections when necessary in spelling, punctuation, and grammar. Completes a fee/charge document for each applicant and inspection job using information from the Inspector's worksheet and a rate code table.

Transmits fee/charge documents to the National Finance Center. Reviews accounts receivable status printouts received from NFC and files records by applicant.

Posts data from the certificate and fee/charge document in the appropriate ledgers.

Receives reports of hours worked from Inspectors in charge of plants under contract, reconciles time sheets as necessary, and posts information, as appropriate. On the basis of these reports, apportions charges for inspectors who work in two or more plants within an accounting period.

E. Ledgers and Accounting Reports

Compiles data from miscellaneous reports covering commodities inspected.

Maintains statistics for and types reports covering training, mileage, assignment of employees, intermittent employment limitations, report of cancellation or failure to renew contracts etc.

Reviews various accounting data printouts for discrepancies, errors or omissions, following up with appropriate memoranda, requesting corrections as necessary.

III. FACTORS

Factor 1. Knowledge Required by the Position

Familiarity with the organization of the Processed Products Branch as well as knowledge of the assignments of each Area Office employee.

Thorough knowledge of office clerical procedures in order to type certificates, record requests for inspection, maintain and requisition supplies, maintain files, route mail and telephone calls, etc.

Knowledge of procedures used to maintain ledgers. Knowledge of billing procedures for in-plant as well as lot inspection.

Skill in maintaining statistics and compiling data for a wide variety of administrative, fiscal, and program reports.

Familiarity with procedures used to prepare personnel forms and answer questions regarding same or other administrative matters.

Knowledge of travel and Time and Attendance regulations.

Knowledge of grammar, spelling, punctuation, and capitalization in order to type a variety of material.

Skill in communicating with others.

Skill in operating a typewriter and/or word processor. A qualified typist is required.

Skill in operating an adding machine/calculator.

Factor 2. Supervisory Controls

The incumbent works under the general supervision of the Officer-in-Charge and receives work assignments and technical direction from the Head Clerk in the office. Employee works independently on recurring assignments although new assignments are explained in detail. The employee refers questions on accounts in unusual situations, conflicts of scheduling, changes in technical information given, T&As, personnel problems and ordering supplies to the supervisor after trying to resolve it. Completed work is checked by the Head Clerk and/or OIC for adherence to instructions and accuracy.

Factor 3. Guidelines

Guidelines for the typing and clerical work include the Correspondence Manual, dictionaries, Mode Handbook, AMS Division and Branch instructions and regulations, File codes, and the NFC Procedure Manual.

In situations involving procedural and substantive guidelines, where the guideline gives several alternatives, the employee selects the appropriate one after discussion with the Head Clerk and/or OIC.

Factor 4. Complexity

The incumbent performs routine typing and clerical work related to the inspection work and billings of the Area Office. Typing a certificate requires knowledge of complicated and extensive formats and must be accurate and error free because they are used as evidence in court. Frequently, the typing work is performed within time constraints.

Typing work consists of duties that involve related clerical steps and the incumbent must recognize the propriety of format, the need for certain routing arrangements, and comparable established requirements.

Clerical duties involve procedural as well as substantive steps. The incumbent must understand the contents of materials processed in order to maintain ledgers, prepare fee/charge documents, etc.

Factor 5. Scope and Effect

The purpose of the typing and clerical work is to contribute to the effectiveness of the inspection work of the graders assigned to the office.

Factor 6. Personal Contacts

Contacts include Area Office employees and representatives of private companies and other governmental agencies using grading services. Contacts may also include Regional, Branch and headquarters personnel.

Factor 7. Purpose of Contacts

Contacts are for the purpose of exchanging information about administrative matters of the office, providing information to potential applicants regarding the service available, and obtaining information about the products to be graded.

Factor 8. Physical Demands

The work is sedentary.

Factor 9. Work Environment

The work is performed in an office setting.